

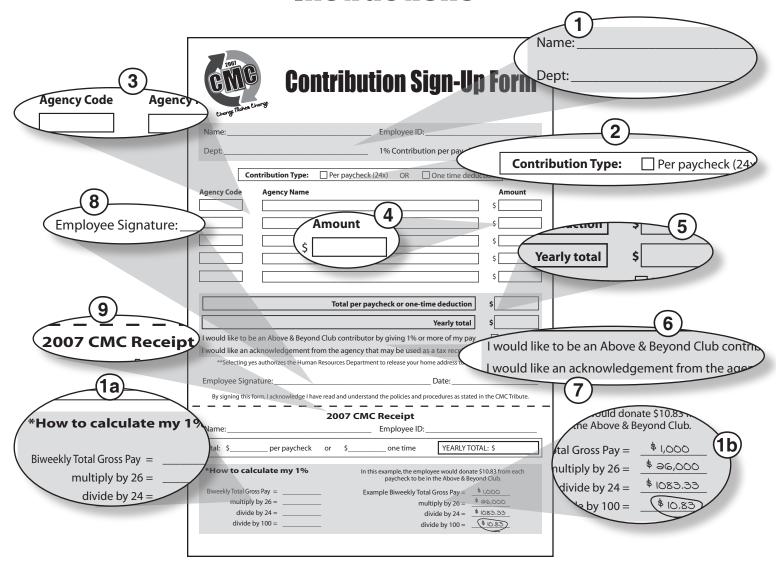
divide by 100 =

## **Contribution Sign-Up Form**

Marsa				<u>Г</u>	Javaa	ID.				
Name:				Emp	loyee	וט:				
Dept:				1% (	Contrik	oution p	er pay che	eck*:		
	Contribution Type:	☐ Pei	payo	check (24x)	OR	☐ On	e time ded	uction		
Agency Cod	e Agency Name							Amount		
								\$		
								\$		
								\$		
								\$		
								\$		
Total per paycheck or one-time deduction \$										
						Ye	arly total	\$		
I would like to be an Above & Beyond Club contributor by giving 1% or more of my pay								Yes No		
I would like an acknowledgement from the agency that may be used as a tax receipt**								Yes No		
**Select	ing yes authorizes the Huma	n Resourc	es De <sub>l</sub>	partment to rel	ease you	ur home a	ddress to the	selected agencies.		
Employee Signature:				Date:						
By signing this form, I acknowledge I have read and understand the policies and procedures as stated in the CMC Tribute.										
		 20	— 07 (	— — - CMC Rec	– :eipt					
Name:				Emp	loyee	ID:				
Total: \$	per paycheck	or	\$	or	ne time	· [	YEARLY TO	TAL: \$		
*How to calculate my 1%  In this example, the employee would donate \$10.83 from each paycheck to be in the Above & Beyond Club.										
Biweekly To	tal Gross Pay =		Example Biweekly Total Gross Pay = \$ 1,000							
multiply by 26 =						multiply by 26 =\$ @6,000				
(	divide by 24 =		divide by 24 = <u>\$ 1083.33</u>							

divide by 100 =

## **Instructions**



- **1.** Fill in first and last name, six-digit employee number and department name. Use the worksheet at the bottom of the form to calculate your 1 percent amount.
  - **1a.** Enter your biweekly total gross pay (you can get this number from your pay stub.) Multiply it by 26. Then divide by 24. Finally, divide by 100 and round to the nearest penny. This is your 1% contribution per paycheck. To be an Above & Beyond contributor, you must donate at least this amount per paycheck.
  - **1b.** See example
- **2.** Choose a contribution type: Per paycheck (24X) or One-time deduction.
- **3.** Fill in agency codes and names for your charities. Look in the Tribute pages 6 -11 for a list.
- **4.** Enter in the amount you wish to give to each agency. If you would like to be an Above and Beyond contributor, your total per paycheck amount must be equal

- to or greater than your 1 percent amount. For one-time deductions, your yearly total must be equal to or greater than your 1 percent amount times 24.
- **5.** Calculate your totals. For per paycheck, multiply by 24 to get the yearly total.
- **6**. Check yes "I would like to be an Above & Beyond contributor by giving 1% or more of my pay" if your contributions equal 1 percent or more of your salary.
- **7**. Select an option for a tax receipt. If you choose yes, you are authorizing the Human Resources Department to release your home address to the selected agencies.
- **8**. Sign and date the form.
- **9**. Fill in your name, employee ID and totals on the receipt at the bottom of the form.
- **10**. Cut off the receipt at the dotted line and retain for your records. Turn in the top part of the form to your CMC coordinator. See the back page of the Tribute for a list.